

POLICY

Approved by: Rebecca R. Hunter, Commissioner	Policy Number: 12-027 (Rev. 8/13)
Signature: <i>Rebecca R. Hunter</i>	Supersedes: 11-035; 84-050; 12-027
Application: Executive Branch Agencies, Human Resource Officers	Effective Date: August 1, 2013
Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-311	Rule: Chapter 1120-02 and 1120-03

Subject:

Non-Competitive Job Classifications

Some job classifications in the state service are classified as non-competitive by the Department of Human Resources (Department).

A job application for the classifications listed herein should be submitted directly to the hiring agencies for employment consideration. Any such applications submitted to the Department will be returned to the applicant. Agency human resource officers are responsible for ensuring that applicants appointed to these job classes meet the established minimum qualifications and any identified knowledge, skills, abilities and competencies required for the position.

Effective July 1, 2013, Highway Maintenance Worker 1, Transportation Assistant 1 or equivalent job classifications will no longer be non-competitive and vacancies will be filled using a preferred service referral list.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).

DOHR Policy:

Non-Competitive Job Classifications

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Job Code	Job Description	Short Job Title	FLSA Status	Reg/Temp
062244	CEMETERY CARTAKER 1	CEM CT 1	Nonexempt	Non-Comp
002531	CLERK 1	CK 1	Nonexempt	Non-Comp
002532	CLERK 2	CK 2	Nonexempt	Non-Comp
006110	COMMUNITY SERVICES ASSISTANT	CY SVS A	Nonexempt	Non-Comp
062961	CONSERVATION WORKER 1	CON WK 1	Nonexempt	Non-Comp
042231	COOK 1	COOK 1	Nonexempt	Non-Comp
045715	CORRECTIONAL CLERICAL OFFICER	COR CL OF	Nonexempt	Non-Comp
045741	CORRECTIONAL OFFICER	COR OF	Nonexempt	Non-Comp
062221	CUSTODIAL WORKER 1	CW 1	Nonexempt	Non-Comp
044271	DCS OFFICER	DCS OF	Nonexempt	Non-Comp
062841	DELTA ROOM OPERATOR	DELTA R O	Nonexempt	Non-Comp
044232	DEV TECHNICIAN	DV TC	Nonexempt	Non-Comp
006115	ELIGIBILITY CLERK	ELIG CK	Nonexempt	Non-Comp
062850	EQUIPMENT SERVICE WORKER	EQ SV WK	Nonexempt	Non-Comp
042859	FOOD SERVICE ASSISTANT	FS A	Nonexempt	Non-Comp
042250	FOOD SERVICE STEWARD ASSOC	FS STEW A	Nonexempt	Non-Comp
042210	FOOD SERVICE WORKER	FS WK	Nonexempt	Non-Comp
062981	FORESTRY AIDE 1	FOR AIDE 1	Nonexempt	Non-Comp
062241	GROUNDWORKER 1	GRND WK1	Nonexempt	Non-Comp
098111	LABORATORY AIDE	LAB AIDE	Nonexempt	Non-Comp
062915	LABORER	LABORER	Nonexempt	Non-Comp
042721	LAUNDRY WORKER 1	LAUNDRY W1	Nonexempt	Non-Comp
002641	MAIL CLERK	MAIL C	Nonexempt	Non-Comp
006170	MH TRANSPORTATION SPECIALIST	MH TRAN SP	Nonexempt	Non-Comp
044511	NURSE'S ASSISTANT 1	NUR A 1	Nonexempt	Non-Comp
002591	PRINTING ORDER CLERK	PRINT O C	Nonexempt	Non-Comp
044252	PSYCHIATRIC TECHNICIAN	PSYCH TC	Nonexempt	Non-Comp
009335	REVENUE PROCESSING ASSISTANT 1	REV PR A1	Nonexempt	Non-Comp
002515	ROOM CLERK	ROOM CK	Nonexempt	Non-Comp
045331	SECURITY GUARD 1	SECUR G1	Nonexempt	Non-Comp
042205	SERVITOR	SERVITOR	Nonexempt	Non-Comp
007840	STORES CLERK	STRES CK	Nonexempt	Non-Comp
064510	VEHICLE OPERATOR	VEH OP	Nonexempt	Non-Comp
062920	WAREHOUSE WORKER	WAREHS WKR	Nonexempt	Non-Comp
062910	WATCHKEEPER	WATCHKEEPR	Nonexempt	Non-Comp
006181	WELCOME CENTER ASSISTANT	WEL CR A	Nonexempt	Non-Comp